

ABERDEEN BOARD OF PARKS AND RECREATION
CHECK REQUEST FORM

PROGRAM: _____ Date Submitted: _____

Requested Amount \$ _____

Description _____

Make Check Payable To: _____

Mail Check To: _____

Signature

Please attach all receipts, invoices, bills, etc. to this Check Request form

All non-salary checks must be approved by the Aberdeen Board of Directors at a monthly meeting or via telephone/email poll by your liaison (Board member assigned to assist you). Your program's liaison may approve purchases up to \$500. **No action will be taken on unapproved requests.**

Bring completed Check Request form to a monthly meeting or mail to:
Kenneth Wilson, 3 E. Aztec St., Aberdeen, MD 21001-2003
(Scanned requests and invoices may be emailed to kwilson246@hotmail.com)